

**County of Los Angeles – Department of Mental Health
Training and Cultural Competency Bureau**

Request for Certificate/Award Letter for Continuing Education

Please Print or Type

Instructions:

- Each request for a duplicate copy of a certificate/award letter for continuing education must be completed on a separate request form.
- In the space below please provide all required information.
- If the form is not filled out completely and accurately, the Training and Cultural Competency Bureau will not be able to process your request.
- Please sign and date your request.

County Employee Number (non-County employees supply last four digit of SSN):

Name:

I am requesting that a duplicate copy of a certificate/award letter be issued for the following training event:

Training Title:

Training ID:

Date of Training:

I am requesting that the duplicate certificate/award letter be mailed to the following address:

Street Address:

City:

State:

Zip Code:

Signature

Date

Mail request to:

Los Angeles County – Department of Mental Health

Training and Cultural Competency Bureau

550 So. Vermont, Suite #605

Los Angeles, CA 90020

Fax: (213) 351-2026

Please allow 60 days for processing. All requests must be in writing.

Phone requests for duplicate copies of certificate/award letters cannot be honored.